



**HUMAN RESOURCES OFFICE  
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

**Number: 07-27**

**11 September 2007**

**MAKE-UP TRAINING SESSIONS FOR  
NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) CONVERSION**

1. In accordance with guidance published in TAAI 07-23, Pause for National Security Personnel System (NSPS) Conversion, you are reminded that we are currently on pause and **not at a halt** to the process.
2. There still are many employees, including supervisors and managers of technicians that have not yet accomplished the Performance Management or HR Elements for Supervisors, Managers and Employees. These are mandatory courses that must be accomplished prior to conversion. The pause allowed time for personnel to complete the courses and prepare the system for conversion.
3. If you were unable to attend previous sessions, make-up training sessions are being offered on the following dates:

**Supervisors and Managers**

2 – 3 October 2007  
14 – 15 November 2007  
4 – 5 December 2007

**Employees**

4 October 2007  
16 November 2007  
6 December 2007

4. All classes will be held at the Hallmark Suites, Rancho Cordova, CA. You must reserve a space in the earliest session practical. Contact this office, as identified in paragraph 5. Specific details for each session will be published and emailed to Remote Designees and attendees with reservations.
5. If you need NSPS training, complete DD Form 1556, "Request, Authorization, Agreement, Certification of Training and Reimbursement," and forward to the Human Resources Office through your Remote Designee. Army technicians attach a Request for Orders (RFO) to expedite processing of travel.
6. Have you completed NSPS 101 training? NSPS 101 remains a key training and awareness tool. Previously required by TAAI 07-01, all managers and supervisors of technician employees, regardless of employment status, must complete this training. Printed certificates generated at the end of the course will be sent to JFHQ CAJS-J1-HR-EDS, Box #37, or faxed to CAGNET 63439, DSN 466-3439, or 916 854-3439. Annotate your SSN for proper system coding.
7. Should you have any questions, contact Ms. Lisa Nagata at CAGNET 63601, DSN 466-3601 or 916 854-3601 or MSG John Presnall at CAGNET 63548, DSN 466-3548 or 916 854-3548.

A handwritten signature in black ink, appearing to read "Lawrence D. Cooper", is positioned above the printed name.

LAWRENCE D. COOPER  
COL, GS, CA ARNG  
Director for Human Resources

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